

PAPER - VI

EDUCATIONAL ADMINISTRATION

SECTION - I (MCQs)

1. The main purpose of the supervision of teaching should be the:
 - (a) Advancement of pupil welfare
 - (b) Proper utilization of school facilities
 - (c) Carrying out of the curriculum
 - (d) Achievement of success in examination
 2. Supervision should be primarily:
 - (a) Preventive and critical
 - (b) Preventive and corrective
 - (c) Constructive and creative
 - (d) Construction and critical
 3. The basic purpose of supervision is to help:
 - (a) Teachers in improving methods
 - (b) Teachers in understanding pupil
 - (c) Teachers in dealing pupils
 - (d) Children learn more effectively
 4. The elementary school teachers are directly responsible to the:
 - (a) Headmaster
 - (b) DEO
 - (c) Parents
 - (d) Students

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5. The criticism most frequently leveled at school administrators is that:

 - They like praise
 - They are too lazy
 - They fail to provide leadership
 - They do not know teachers

6. The school headmaster are expected to:

 - Put into operation the course of study
 - Hold daily meetings
 - Prepare the budget
 - All of the above

A supervisor is one who:

 - Provides friendly help
 - Inspects classrooms
 - Gives directions
 - Criticizes the teaching method

The effective supervision is indicated by:

 - Good relations between teacher and supervisors
 - Helping teachers in their teaching
 - Helping teachers becoming more self sufficient
 - Criticizing teacher's lessons

The school policy should be determined by:

 - The professional educators
 - Headmasters
 - Citizens
 - Citizens and educators

25. Sense of responsibility is not cared in:
- Authoritative administration
 - Democratic administration
 - Laissez Faire Administration
 - All of the above
26. Literal meaning of supervision is:
- Superior Knowledge and Power
 - Superior knowledge and service
 - Superior efforts and services
 - None of the above
27. "Supervision is not to control the teacher but to work cooperatively" is the saying of:
- Glatthorn
 - Hoy and Forsyth
 - Harris
 - Glickman
28. Who said "Supervision is the set of services and processes for teacher development to attain goals of school".
- Glatthorn
 - Hoy and Forsyth
 - Harris
 - Glickman
29. In teaching learning process supervision is usually carried out by:
- Principal
 - Teacher
 - Parents
 - Society
30. "Assessment of how well a school is performing" is:
- Administration
 - Supervision
 - Inspection
 - All of the above
31. According to Fayol, elements of administration are:
- 4
 - 5
 - 6
 - 7
32. According to Gulick and Urwick, elements of administration are:
- 4
 - 5
 - 6
 - 7

33. In "POSDCORB" CO stands for:
- | | |
|------------------|-----------------|
| (a) Cooperation | (b) Collection |
| (c) Coordinating | (d) Correlation |
34. To make arrangements is the part of:
- Planning
 - Organizing
 - Commanding
 - Coordinating
35. Execution of plans and decisions is the part of:
- Planning
 - Organizing
 - Commanding
 - Coordinating
36. To bring harmony among all the elements of programme is:
- Planning
 - Organizing
 - Commanding
 - Coordinating
37. School Budget includes:
- Development expenditure
 - Non-development expenditure
 - Both a & b
 - None of a & b
38. BM stands for:
- Budget Money
 - Budget Monitoring
 - Budget Materials
 - Budget Manual
39. Non-development budget includes:
- Salaries
 - Running expenditures
 - Maintenance of building
 - All of the above
40. New Libraries, laboratories etc are constructed under:
- Development Budget
 - Non-development budget
 - Both a & b
 - None of a & b

41. Leadership is the ability:
 (a) To influence
 (b) To motivate
 (c) To achieve organizational goals
 (d) All of the above
42. Staff development means:
 (a) Recruiting staff (b) Training staff
 (c) Increasing staff (d) Decreasing staff
43. Selecting one course of action among various alternatives is:
 (a) Planning (b) Organizing
 (c) Decision making (d) Coordinating
44. Who is called father of scientific management theory?
 (a) Fredrick Tylor (b) Henry Fayol
 (c) Elton Meo (d) Terry and Franklin
45. Who is the father of operational management theory?
 (a) Fredrick Tylor (b) Henry Fayol
 (c) Elton Meo (d) Terry and Franklin
46. All Govt. grants and expenditures are maintained in:
 (a) Cash Register (b) Acquittance Roll
 (c) Contingent Register (d) Stock Register
47. In case of GPF advance, the no. of installments for refunding is:
 (a) 24 (b) 36
 (c) 30 (d) 40
48. Developing alternatives is a step of:
 (a) Organization (b) Planning
 (c) Direction (d) Control

49. How funds in a given period will be obtained and spent is:
 (a) Allocation (b) Expenditure
 (c) Budget (d) Receipt
50. ACR means
 (a) Annual confidential report
 (b) All correct responses
 (c) Annual correct report
 (d) Annual confidential result
51. Type of supervision encouraging variety, originality and independent experimentation is:
 (a) Preventive (b) Corrective
 (c) Constructive (d) Creative
52. Who advocated bureaucratic theory?
 (a) Campbell (b) Herzberg
 (c) Max Weber (d) Henry Fayol
53. Directing must be consistent with:
 (a) Organizational policies (b) Procedures
 (c) Job descriptions (d) All of the above
54. In case of new recruitment the probation period is:
 (a) 03 years (b) 02 years
 (c) 01 year (d) 06 months
55. The Power delegated throughout an organization is:
 (a) Control (b) Command
 (c) Centralization (d) Decentralization
56. The father of modern theory of management is:
 (a) Tyler (b) Henry Fayol
 (c) Max Weber (d) Gullick

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74. The characteristics of good planner are:

 - (a) Optimistic
 - (b) Motivator
 - (c) Producer
 - (d) All of them

75. What does E & D Rules mean:

 - (a) Efficiency and duty rules
 - (b) Efficiency and department rules
 - (c) Efficiency and discipline rules
 - (d) Effective and discipline rules

76. A.D.P is an abbreviation of:

 - (a) Annual Development Programme
 - (b) Annual Duty Programme
 - (c) Annual Division of Performance
 - (d) Annual Debating Programme

77. Education in Pakistan is the responsibility of which government under devolution of power:

 - (a) Federal
 - (b) District
 - (c) Divisional
 - (d) Provincial

78. The power is concentrated in the hands of one or few people in:

 - (a) Control
 - (b) Command
 - (c) Decentralization
 - (d) Centralization

79. What is central to administration:

 - (a) Organization
 - (b) Communication
 - (c) Decision making
 - (d) Coordination

80. In POSDIR, R stands for:

 - (a) Reporting
 - (b) Response Reply
 - (c) Representing
 - (d) Directing

81. S.N.E. is an abbreviation of:

 - (a) Schedule of new experience
 - (b) Schedule of new entry
 - (c) Schedule of new expenditure
 - (d) System of new entry

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82. The teacher is considered in the world as
(a) Religious agent (b) Change agent
(c) Social agent (d) Political agent

83. The level of school administration can best be judged through:
(a) Head teacher-teacher relations
(b) Beautiful building
(c) Learning out comes
(d) Teachers students relations

84. Acquittance roll is used for:
(a) Salary disbursement (b) Stock
(c) Govt. grants (d) Expenditures

5. The degree to which organizational resources contribute to productivity is:
(a) Effectiveness (b) Efficiency
(c) Out put (d) Production

All transactions should be entered in which register:
(a) Fee (b) Cash
(c) Funds (d) With drawl

Coordinating, stimulating and directing the growth of teacher is the purpose of:
(a) Administration (b) Inspection
(c) Supervision (d) Management

The concept of inspection was first introduced in:
(a) Pakistan (b) India
(c) England (d) China

Budgeting is an estimation of:
(a) Income and Investment
(b) Investment
(c) Income and Expenditure
(d) All of the above

90. The authorized person of staff performance is:
- Teacher
 - Head teacher
 - Student
 - Clerk
91. An element of fear and anxiety is found in:
- Supervision
 - Guidance
 - Management
 - Inspection
92. Expenses of newspapers, coal, ice, stationery written in:
- Cash Register
 - Acquittance Roll
 - Contingent Register
 - Stock Register
93. In Laissez faire Leadership – the leader:
- Controls the group
 - Motivates the group
 - Avoids the group
 - Appreciate the group
94. M.I.S. is the abbreviation of:
- Measurement Information System
 - Management Information System
 - Module Information System
 - Management Information Strategy
95. The successful and systematic working of a resource or available
- Teacher
 - Curriculum
 - (a) Time Table
(b) Location
 - Planning
 - Organizing
 - Staffing
 - Controlling
96. Selecting people to meet needs of activities is:
- Planning
 - Organizing
 - Staffing
 - Controlling
97. Stock register is used for writing stock:
- Purchased from Govt. Grant
 - Purchased from Contingent grant
 - Purchased from Donation
 - All above

98. Correspondence register is used:
- Dispatching mail
 - Receiving mail
 - Both a&b
 - None of a & b
99. Private schools in Pakistan were Nationalized in:
- 1962
 - 1982
 - 1972
 - 1992
100. In which register, remarks are written when a student is commended for a special merit or report or punished for misbehaviour.
- Accession Register
 - Conduct Register
 - Examination Register
 - Log Book
101. The determination of human and material resources for successful management is:
- Planning
 - Organizing
 - Leading
 - Controlling
102. Inspection officers of education department pen down the particulars, merits, demerits and views in:
- Accession Register
 - Conduct Register
 - Examination Register
 - Log Book
103. Wastage of resources, time and work is prevented in administration by the function of:
- Staffing
 - Directing
 - Coordination
 - Budgeting
104. Which register is used to convey the orders to head of institution and Govt. to employee:
- Log Book
 - Order Book
 - Correspondence Register
 - Movement Register
105. For how many consecutive days absence without leave, name of girls shall be struck off the rolls.
- 6
 - 8
 - 10
 - 12
106. For how many consecutive days, absence without leave, name of the boys shall be struck off the rolls.
- 6
 - 8
 - 10
 - 12

107. When is stock annually checked or physically verified?
 - (a) 1st January
 - (b) 1st April
 - (c) 30th June
 - (d) 31st December
108. How much concession fees is admissible for brothers/ sisters of a student in an institution under same management?
 - (a) Full
 - (b) Half
 - (c) One third
 - (d) One fourth
109. What is the minor penalty under E & D rules?
 - (a) Censure
 - (b) Without promotion of increments
 - (c) Stoppage of efficiency bar
 - (d) All above
110. What is the major penalty under E & D rules?
 - (a) Reduction to a lower grade and recovery of loss
 - (b) Compulsory retirement
 - (c) Removal & dismissal from service
 - (d) All above
111. Casual leaves per annum are:
 - (a) 10
 - (b) 15
 - (c) 20
 - (d) 25
112. Maximum leaves sanctioned at a time under ordinary circumstances are:
 - (a) 5
 - (b) 10
 - (c) 15
 - (d) 20
113. Maximum casual leaves sanctioned at a time under special circumstances are:
 - (a) 5
 - (b) 10
 - (c) 15
 - (d) 20

114. Earned leaves that a civil servant in vacation department can avail per month:
 - (a) One
 - (b) Three
 - (c) Five
 - (d) Seven
115. Earned leaves that a civil servant in non-vacation department can avail per month:
 - (a) One
 - (b) Two
 - (c) Four
 - (d) Six
116. Who belongs to vacation department.
 - (a) Head of institution
 - (b) Clerk
 - (c) Grade - 4 Servant
 - (d) Teacher
117. The earned leave account of Gazetted servants is maintained by:
 - (a) Head of Institution
 - (b) District Education Officer
 - (c) District Accounts Officer
 - (d) Executive Officer
118. Earned leaves of non-gazetted officers maintained.
 - (a) Order Book
 - (b) Service Book
 - (c) Log Book
 - (d) Acquittance roll
119. The maximum period of leave on full pay without medical certificate is.
 - (a) 100 days
 - (b) 120 days
 - (c) 140 days
 - (d) 180 days
120. The maximum period of leave on full pay that can be granted at one time with medical certificate is:
 - (a) 100 days
 - (b) 120 days
 - (c) 140 days
 - (d) 180 days

121. The leaves that can not be refused is:
- Causal Leave
 - Medical Leave
 - Recreation Leave
 - All above
122. The maximum period of leave without pay is:
- 1 year
 - 2 years
 - 5 years
 - 7 years
123. The maximum period of leave preparatory to retirement is:
- 100 days
 - 200 days
 - 300 days
 - 365 days
124. The salary is given as leave encashment for:
- 180 days
 - 200 days
 - 300 days
 - 365 days
125. The condition for leave encashment is:
- Complete 30 years of service
 - Surrendered LPR
 - Both a & b
 - None of a & b
126. The period of maternity leave is:
- 60 days
 - 90 days
 - 100 days
 - 120 days
127. Maternity leave can be availed by ladies in non vacation departments for:
- One time
 - Two times
 - Three times
 - Four times
128. How many times maternity leave can be availed by female servants in vacation department.
- Two time
 - Three times
 - Four times
 - At all times when needed

129. The period of study leave for the Degree of Doctorate is:
- One year
 - Two years
 - Three years
 - Four years
130. The budget in which grants for new construction are demanded is:
- Annual Budget
 - Development Budget
 - Non-development Budget
 - Supplementary Budget
131. The budget in which salaries of employees are demanded is:
- Annual Budget
 - Development Budget
 - Non-development Budget
 - Supplementary Budget
132. The source of income of school is:
- Govt. Grants.
 - Funds
 - Donations
 - All above
133. Funds of schools are received from:
- Govt.
 - Teachers
 - Students
 - Donation
134. The use of funds received from students is:
- Deposited in Govt. treasure
 - Spent on students only
 - Spent on institution only
 - Spent on students and institution
135. Tuition fee is received from:
- Primary school students
 - Elementary school students
 - High School Students
 - None of above

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144. The function of school Management Committee is:

 - Provision of resources
 - to solve the problems faced by students and parents
 - To develop rapport between teacher and parents
 - All above

145. School Management Committee was renamed in 2000 as:

 - School Council
 - Parents Teachers Association
 - Students, Parents and Teachers Association
 - Student, Teacher Association

146. The space required for classroom in Elementary school is:

 - $0.40m^2$
 - $0.50m^2$
 - $0.60m^2$
 - $0.70m^2$

The space required for classroom in secondary school is.

 - $1/4 m^2$
 - $1/2 m^2$
 - $1 m^2$
 - $1 \frac{1}{4} m^2$

The biggest library in Pakistan is:

 - Punjab Public Library Lahore
 - Quaid-e-Azam Library Lahore
 - Public Library Multan
 - Dial Singh Library Lahore

Determination of human and material resources for successful management is:

 - Planning
 - Organizing
 - Leading
 - Controlling

The element that regulates the management activities is:

 - Planning
 - Organizing
 - Leading
 - Controlling

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KEY MCQ'S

1.	a	2.	c	3.	d	4.	a	5.	c
6.	a	7.	a	8.	c	9.	d	10.	b
11.	d	12.	c	13.	a	14.	c	15.	a
16.	b	17.	b	18.	a	19.	d	20.	a
21.	b	22.	c	23.	a	24.	b	25.	c
26.	a	27.	b	28.	a	29.	a	30.	c
31.	b	32.	d	33.	c	34.	b	35.	c
36.	d	37.	c	38.	d	39.	d	40.	a
41.	d	42.	b	43.	c	44.	a	45.	b
46.	a	47.	a	48.	b	49.	c	50.	a
51.	d	52.	c	53.	d	54.	a	55.	d
56.	b	57.	b	58.	a	59.	a	60.	b
61.	d	62.	b	63.	b	64.	b	65.	a
66.	d	67.	a	68.	b	69.	b	70.	c
71.	d	72.	a	73.	b	74.	d	75.	c
76.	a	77.	b	78.	d	79.	c	80.	a
81.	b	82.	b	83.	c	84.	a	85.	b
86.	b	87.	b	88.	c	89.	c	90.	b
91.	d	92.	c	93.	c	94.	b	95.	b
96.	b	97.	d	98.	c	99.	c	100.	b
101.	a	102.	d	103.	d	104.	b	105.	c
106.	a	107.	c	108.	b	109.	d	110.	d
111.	d	112.	b	113.	c	114.	a	115.	c
116.	d	117.	c	118.	b	119.	b	120.	d

121.	b	122.	c	123.	d	124.	a	125.	c
126.	b	127.	c	128.	d	129.	c	130.	b
131.	c	132.	d	133.	c	134.	d	135.	d
136.	b	137.	b	138.	d	139.	d	140.	d
141.	d	142.	c	143.	c	144.	d	145.	a
146.	c	147.	c	148.	a	149.	a	150.	d
151.	b	152.	a	153.	a	154.	a	155.	d
156.	a	157.	b	158.	a	159.	d	160.	b
161.	a	162.	b	163.	a	164.	b	165.	b
166.	d	167.	d	168.	d	169.	d	170.	c
171.	d	172.	c	173.	c				

PAPER – VII**CURRICULUM
DEVELOPMENT**